

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 15/14A**

***This announcement is for full performance level. The position is also advertised at trainee level.  
Please see the ANNOUNCEMENT NUMBER HCMALL 15/14B for reference.***

**OPEN TO:** All interested candidates  
**POSITION:** **Computer Management Specialist, FSN-10**  
**OPENING DATE:** March 27, 2015  
**CLOSING DATE:** April 10, 2015  
**WORK HOURS:** Full-time, 40 hours/week  
**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.  
**ANNUAL SALARY:** Ordinarily Resident: **US\$16,300.00 (Starting salary)**

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Computer Management Specialist position in its Information Resources Management Office.

**NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTIONS OF THE POSITION**

As the supervisory Computer Management Specialist for all Department of State Unclassified and Sensitive But Unclassified (SBU) OpenNet and Internet computer systems at the U.S. Consulate Ho Chi Minh City, the incumbent of this position will maintain fully functional systems, minimize downtime and provide customers with the tools and training to accomplish their assigned tasks in a productive, efficient and effective manner. The incumbent will be responsible for all workstation hardware and software installed at post and all aspects of systems operations including management of the Consulate's Local Area Network (LAN) and Wide Area Network (WAN) infrastructure. The incumbent will also perform assigned duties in accordance with overall automation objectives established by management, with policy and priority guidelines established by the Information Program Officer (IPO); assist the IPO with planning the procurement of IT equipment and software, system and project planning, and controlling, development, administering, and evaluating computer system requirements. The incumbent will directly supervise three (3) Computer Management Assistants and one (1) IT Helpdesk Clerk.

**QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor Degree in Computer Science, Information Technology, Science, or Engineering is required.
2. Must have at least 7 years' experience in managing computer networking operations and system administration in a technical environment in which at least one year experience in a supervisory position is required.
3. Must have 1) a strong knowledge of computer system hardware and Microsoft Windows operating systems; 2) solid understanding of computer networking techniques and administration; 3) understanding of Vietnamese IT regulations as the mission installs circuit lines and equipment.
4. Must be a self-starter and able to work independently and as a team member. Must have the skill to communicate effectively to explain/deliver complex systems information; and the abilities to 1) handle a variety of tasks at the same time; 2) work under pressure and meet deadlines; 3) present in front of a group of at least 20 persons; 4) acquire understanding of U.S. Government procedures/guidelines when installing and configuring IT devices and procuring software and hardware.
5. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

Please see [post eligibility & qualification requirements](http://hochiminh.usconsulate.gov/jobs.html) on the Management Office intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

## HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174) or a combination of both DS-174 (sections 1 – 24) along with a listing of the applicant's work experience attached as a separate sheet. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

**Applications should be submitted through email to the address: [HoChiMinhCityHR@state.gov](mailto:HoChiMinhCityHR@state.gov)**

**Subject line must be: (HCMALL 15/14A) or your application may not be considered;**

**We will only accept applications by email. Please do NOT attach a photo on an application form or resume.**

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **CLOSING DATE FOR THIS POSITION: APRIL 10, 2015.**

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.